



## goPost Portal

### How Does goPost Work and What Does it Do?

goPost Customer Portal allows users to manage plan review projects and submit plan review documents and supporting attachments for electronic plan review.

Projects created in goPost are passed to eplansoft REVIEW (EPR)

#### for goPost 'Applicants'

##### Overview:

1. Create a goPost user account
2. Complete the goPost 'project form'
3. Upload your plan sets in PDF format as well as supporting attachments (any file format)
  - a. Our Scout PDF inspector checks incoming plan sets to identify non-compliant PDFs
4. Submit the project to intake staff.

##### Steps to Receive Deliverables

The goPost user is notified when the reviewed plans are ready to download.

Login to goPost to download the deliverable package.

##### Steps to resubmit:

Plans that require changes/corrections are uploaded to goPost as the next submittal and submitted to intake staff again.

The cycle repeats until the plans are deemed acceptable.

#### For goPost Intake staff:

##### Overview:

1. Oversee projects submitted by goPost Applicants
2. Perform an *intake completeness check* to ensure the necessary project information and documents are provided.
  - a. Place projects on hold until required information/documents have been provided by the Applicant.
3. Manage each project's workflow (accepted, on hold, denied, pending)
4. Submit goPost projects and documents to EPR for review.

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